

DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
215 North 17th Street
Omaha, Nebraska 68102-4978

DR 690-1-4

CEMRO-HR-S

Regulation
No. 690-1-4

3 January 1994

Civilian Personnel
LETTERS TO RETIRING EMPLOYEES AND LETTERS OF CONDOLENCE

1. Purpose. The purpose of this regulation is to provide instructions for preparing letters of appreciation and retirement certificates to retiring employees, and letters of condolence to the next of kin of deceased employees.

2. Applicability. This regulation is applicable to the Omaha District.

3. Reference. ER 690-1-800.

4. Policy. The following instructions apply to preparation of retirement letters and certificates and condolence letters:

a. Retirement Letters and Certificates.

(1) The employee's office will prepare retirement letters in draft form and forward them to the Human Resources Office, Services Branch, at least 30 days in advance of the separation date.

(2) All retirement letters will be personalized by mentioning briefly the highlights of the employee's career, outstanding personal characteristics, significant awards received, and any personal contribution made to fulfill the missions of the Corps of Engineers. Each letter will be of such quality that it will serve as a lasting reminder to the employee of the employee's dedicated employment with the Federal service and the Corps of Engineers. All letters will be written in the first person and will express the meaning intended in a straightforward manner.

(3) Do not use "It is" as the lead term in any sentence.

(4) Restrict length of letters to one page, except in unusual cases.

(5) If an employee elects optional retirement in lieu of such actions as reduction in force, declination of relocation, abolishment of position, or displacement, the letter to him/her should be worded to ensure that these conditions are recognized.

This regulation supersedes DR 690-1-4 dated 15 April 1985.

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(6) Letters to retiring employees will usually be signed by the Commander. However, at the discretion of the Commander, retirement letters may be forwarded for the USACE Commander's signature. USACE Commander's signature will be considered when the retiree's work history included significant personal contact with the USACE Commander or Deputy Commander, or for other reasons where the Commander believes special recognition is appropriate.


(7) Letters that are to be signed by the USACE Commander or Deputy Commander should be forwarded to the Human Resources Office, Services Branch, at least eight weeks in advance of the desired presentation date.

(8) The employee's office should contact the Human Resources Office, Services Branch, Incentive Awards, at 402-221-4081 at least 30 days in advance of the separation date to ensure that the retirement certificates are prepared and signed by the Commander on a timely basis. For those offices where only the retirement certificates are prepared, a 30-day advance notification is still required.

b. Condolence Letters. The Human Resources Office must be notified immediately by the employee's office upon the death of an employee so that a timely letter of condolence can be sent to appropriate next of kin by the Human Resources Office. No draft letter is required.

c. The Human Resources Office is responsible for preparing all letters in final form.

FOR THE COMMANDER:


WILLIAM S. PAVLICK
LTC, EN
Deputy Commander

DISTRIBUTION:
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